



## Microsoft Select/Enterprise **Change of Reseller or Software Advisor**

Agreement number		Customer PO Number	
Enrollment number		Date of Notice	

This notice of change in reseller or software advisor is provided according to your Select or Enterprise agreement identified above. This notice documents the change of a reseller/software advisor for the agreement and enrollment identified above. Each party will notify the other in writing if any of the information in the following tables change.

<b>Customer</b>		
Name of Entity	Contact Name <i>(not to be used as a contact change request)</i>	
Street Address	Contact Email Address	
City	State/Province	Phone
Country	Postal Code	Fax
Microsoft Account Manager Name		
<b>Notice of Change should be sent to:</b>		
Microsoft Licensing, GP 6100 Neil Road, Suite 210 Reno, Nevada USA 89511-1137 Dept. 551, Volume Licensing		
Previous reseller listed below		

By signing below, you represent and agree that

- You have confirmed that (a) the newly appointed reseller is approved to offer Microsoft Volume Licensing products, or (b) the newly appointed software advisor is approved to offer services to assist in the acquisition of Microsoft Volume Licensing products.
- For a Select Agreement and Enrollment, the change in reseller will take effect 30 days from the date Microsoft Licensing receives this notice.
- For an Enterprise Agreement and Enrollment, the change in reseller/software advisor will take effect on the next anniversary of the enrollment effective date, which is at least 30 days from the date Microsoft Licensing receives this notice.
- For changes of reseller/software advisor, all amounts due under the enrollment before the effective date of the change will be paid to the previous reseller/software advisor. All amounts due under the enrollment on or after the effective date of the change will be paid to the newly appointed reseller/software advisor.

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- You are responsible for working out all arrangements related to this change with both the previous reseller/software advisor and the newly appointed reseller/software advisor, and you are responsible for ensuring all obligations to the previous reseller/software advisor are met.
- A delay may occur in recording this change, from receipt of this notice to the date of the change, and you agree to hold Microsoft harmless from any disputes arising out of any payment(s) made to an incorrect reseller as a result of this reseller change.

<i>Customer</i>	<i>Contracting Microsoft Affiliate</i>
Name of Entity	<b>Microsoft Licensing, GP</b>
Signature	Signature
Printed Name	Printed Name
Printed Title	Printed Title
Signature Date	Signature Date (date Microsoft affiliate countersigns)
	Effective Date (may be different than our signature date)

## ***Previous Reseller/Software Advisor Information***

Identify your previous reseller/software advisor below.

<b><i>Reseller Software Advisor Information:</i></b>
Reseller/Software Advisor Company Name
Street Address and/or Post Office Box
City and State/Province and Postal Code
Country
Contact Name
Phone
Fax
Email Address

## ***Newly Appointed Reseller/Software Advisor Information***

Identify your newly appointed reseller/software advisor and have them acknowledge this change by signing below.

<b><i>Reseller/Software Advisor Information:</i></b>	
Reseller/Software Advisor Company Name	
PC Mall, Inc	
Street Address and/or Post Office Box	
2555 West 190th	
City and State/Province and Postal Code	
Torrance, CA 90504	
Country	
US	
Contact Name	
Anna Wright	
Phone	
310.354.5600 X4731	
Fax	
310.630.5077	
Email Address	
annaw@pcmall.com	

The undersigned confirms the Reseller/Software Advisor information is correct.

Name of Reseller/Software Advisor	
PC Mall, Inc	
Signature	
Printed Name	
Anna Wright	
Printed Title	
Select Administrator	
Date	

**License and Software Assurance (or Software Assurance) (If known, please complete, otherwise, Microsoft Licensing, GP will complete.)**

*Please check the box that indicates how your License and Software Assurance or Software Assurance payments, if any, were defined.*

- ☐ Payment Option 1: Neither License and Software Assurance nor Software Assurance was ordered under any enrollment(s).
- ☐ Payment Option 2: All License and Software Assurance or Software Assurance ordered to date under the enrollment(s) was prepaid through the previous reseller.
- ☐ Payment Option 3: All outstanding annual payment(s) for License and Software Assurance, or Software Assurance ordered under the enrollment(s) should be billed to the newly appointed reseller at the beginning of the 13<sup>th</sup> or 25<sup>th</sup> month of the Select Agreement.

**To be completed by Customer:**

Reason(s) for submitting this Change of Reseller/Software Advisor request.

- ☐ Previous reseller/software advisor no longer Microsoft authorized
- ☐ Additional services provided by newly appointed reseller/software advisor
- ☐ Consolidation of license purchases through newly appointed reseller
- ☐ Favorable pricing through newly appointed reseller
- ☐ Customer satisfaction – previous reseller/software advisor order inaccuracies
- ☐ Customer satisfaction – previous reseller/software advisor slow response time
- ☐ Customer satisfaction – previous reseller/software advisor incorrect agreement information
- ☐ Customer satisfaction –previous reseller/software advisor account manager issues
- ☐ Customer satisfaction – previous reseller/software advisor overall poor performance
- ☐ Prefer licensing purchase options through multiple resellers
- ☐ Other \_\_\_\_\_  
(if Other is checked, must provide a reason)

Additional comments and concerns:

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